

# JACKSON VALLEY FIRE PROTECTION DISTRICT

## BOARD OF DIRECTORS MEETING

### \*\*\*MEETING MINUTES \*\*\*

Date: December 12<sup>th</sup>, 2025

Location: Jackson Valley Fire Protection District Firehouse

Address: 2701 Quiver Drive, Lone, CA 95640

Time: 7pm

#### I Call the Meeting to Order

- a. The Meeting was called to order at 7:00 pm by Chairman Jake Herfel.

**Board members present:** Katie Scott, Patrick Thompson, Robert Milligan and Chairman Jake Herfel  
Director Jared Fedena was absent.

**Staff present:** Chief Randy Makemson, Assistant Chief George Faist and District Office Manager Jo English.

**Others in Attendance:** None

#### II The Pledge of Allegiance

- a. The Pledge of Allegiance was recited.

#### III Approval of Agenda

- a. Director Scott motioned to approve the agenda. Director Thompson seconded the motion.  
All in favor – 4 ayes.

#### IV Public Matters not on the Agenda

- a. None

#### V Approval of Minutes

- a. **November 12<sup>th</sup>, 2025, Minutes** – Director Milligan motioned to approve the meeting minutes, Director Thompson seconded.  
All in Favor, 4 ayes.

#### Open Business

#### VI Audit Report Presentation FY 24/25 – Castillo, Bordwell and Swift CPAs

- a. Susan Bordwell and Mayla Swift were present to go over the audit. They began by mentioning that the audit this year went very smoothly and thanked the JVFDPD Board of Directors for having such a “well run” district. Susan spoke about testing expenditures and revenues and mentioned that this year they also verified our Engine loan. They state they also tested payroll expenses and financial monitoring policies. As of June 30<sup>th</sup>, 2025, they state the district scored the highest possible on an audit. They presented a 3-year analysis of the district’s financial position. Net Capital assets were higher because of the new engine. Liabilities were also higher because of the loan for the engine. She stated that the district’s income was up last fiscal year due to an increase in Measure M, Grants, and Strike team income. The district’s expenses were also up due to payroll and strike team payroll. Depreciation also went up because of our new engine. She mentioned clothing and equipment expenses had also gone up due to grant income.
- b. Audit Findings
  - i. Financial Monitoring: Susan explained that with the way government accounting works, and is presented to the board, the firm believes that the board does not receive timely reports from the county to make the best-informed financial decisions from the county. She recommends that the county reports include all information from the county. She also states that she believes this audit finding can be removed and would like to work with DOM Jo to lay out steps to clear this finding. She mentioned that this is a common finding in Amador County.

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- ii. Capital Assets: Susan mentioned that she thinks the district should change their threshold for capitalizing assets from \$5000, to \$10,000 dollars.
- iii. Expenses and Depreciation: Susan mentioned that with depreciation, the district should consider reserving part of our annual depreciation (i.e. 60%) to save for future district purchases. She states this communicates a plan for future capital purchases.
- c. The audit presentation was wrapped up by Susan by stating that she truly enjoys working with the district and DOM Jo and mentioned that they are available throughout the year for any questions the district has.

### **VII Chief's Report: Suggested Action, Discussion and Action**

- a. Incident report from previous month
  - i. Chief Makemson reported 42 calls for the month of November 2025. He states that call volume for this year has been lower and this will result in about a \$40,000 loss in Measure M funding next year. He states the year after we will lose more because of our call volume this year. He also mentioned that we will be losing additional funding because all boats for Camanche will be entering through South Shore.
- b. Volunteers and Coverage
  - i. Station 171 was staffed 2-0 for 30/30days.
  - ii. Chief Makemson reports that the new volunteers are doing well. He says he hopes we will be able to recruit a few more.
- c. Training Events
  - i. Chief Makemson and Engineer Billingsley will be doing an EVOC training course.
- d. Apparatus Updates
  - i. Chief Makemson reports that all apparatus are in service.
- e. Grants
  - i. DOM Jo said we are still waiting on the Sinise Grant. She says she has placed an order for scbas for the AFG grant and is waiting on an invoice to request payment from FEMA. Chief Makemson mentioned the possibility of writing a SAFER grant for staffing in the next year or so.
- f. Chief's Meeting
  - i. Chief Makemson said that he did not attend the last Chief's meeting. DOM Jo asked if Chief Makemson had heard any news about the switch from NFIRS to NERIS. Chief Makemson explained to the board that the district may have to pay for a different platform for reporting to NERIS because our current CAD system will not interface with it and there is no intent to update the current system to do so. This would be a decision that all chiefs in the county make. He states we will keep using our current system "IamResponding" for dispatches and reports.

### **VIII Financial Report: Suggested Action, Discussion and Action**

- a. Payroll and Bills
  - i. DOM Jo reviewed the monthly bills. The biggest bill was payroll, clothing and Santa patrol toys.
    - 1. Director Scott made a motion to pay the November bills. Director Thompson seconded. All in favor, 4 ayes.
- b. Budget Expenditures FYTD 24/25
  - i. DOM Jo went over the FY expenditures spreadsheet. She mentioned that she emailed the county reports to each director. She states that the district budget is trending as expected.
- c. Budget Committee Update
  - i. No Update

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d. Audit 2024/2025

### **IX Station Events and Planning: Suggested Action, Discussion and Action**

a. Santa Patrol – 16<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup> at 5pm

### **X Structure/Property Report: Suggested Action, Discussion and Action**

a. Firehouse Updates

- i. DOM Jo mentioned that the staff had reported hearing noises in the attic. She had pest control check it out – they found one large rat in the trap up there. The rat was removed and the trap was replaced.

### **XI Hydrants and Accesses: Suggested Action, Discussion and Action**

a. None

### **XII Personnel: Suggested Action; Discussion and Action**

a. Personnel Policy Updates

b. Staff Evaluations –Chief Makemson said that Dave Barstow is due for his 90-day review.

c. Personnel Hiring Updates - None

### **XIII Department Matters: Suggested Action; Discussion and Action**

a. Building Impact Fees

- i. DOM Jo mentioned that she picked up building permits and noticed upon review that one of them was paid at the old rate. She states she contacted the county, and they reached out to the property owner to request the underpayment. She will continue to follow up with the county on the remainder of the payment.

b. Parcel Tax Increase/Special Ballot Measure

i. Town Hall Meeting

- 1. Chairman Herfel opened discussion about parcel tax increases. Chief Makemson said this is something the district will have to do but he is not sure where to begin. DOM Jo mentioned that she did reach out to the auditor's office and was told this was something that needed to go through legal. Chief Makemson asked the board for permission to reach out to legal/consulting to see what steps need to be taken to begin the process. The board agreed. DOM Jo will reach out to Blair Aas and Legal to see how to proceed.

c. Map Submittals/Approvals

i. None

d. COGEN Plant

i. No Updates

e. RV Park – Chief Makemson said he believes they will be breaking ground in the spring.

f. Joint Powers Meeting Update

i. No Update – No Meeting/Update

g. Interagency Communications

- i. DOM Jo mentioned that she received a letter and passed a copy to Chief Makemson. The letter was from Stockton Fire regarding service provided to one of their firefighters who had a medical issue that 6100 responded to.

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### **XIV New Business – Discussion Only**

- a. Chief Makemson mentioned that he received a call regarding the Casino and development of a hand crew for the casino. He stated he was told that they were looking at developing a hand crew to rent out. Chief Makemson stated this will not impact dispatches in our district if it comes to fruition.

Director Scott motioned to adjourn the meeting at 8:08 pm. Director Thompson seconded. All in favor, 4 ayes.

**Adjournment to the Next Regular Meeting on: January 14<sup>th</sup>, 2025**

**Adjournment to a Special Meeting on \_\_\_\_\_**